

ENGLISH LANGUAGE SPECIALIST REQUEST FORM

REGIONAL ENGLISH LANGUAGE OFFICE

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Please submit the completed request form to the address above

CONTACT INFORMATION

Name of institution/department making the request:

Name of main program contact at the institution:

Email address:

Mobile phone number:

Preferred project dates. Please provide several options:

AREAS OF INTEREST/NEED

Please check one to three topics you want the visiting expert to speak/work on. Add any additional descriptions to specify/narrow down your institution need.

Academic Writing

Assessment

CALL (Computer Assisted Language Learning)

CBI (Content Based Instruction)

Classroom Management

Creative Writing

Curriculum Design

Using Drama in the Class

English for Specific Purposes

Games in the EFL Classroom

Genre Analysis

Grading Rubrics

Grammar

Integrated Skills

Intercultural Communication

Intensive Programs

Learner Independence

Lesson Planning

Listening
Literature
Materials Development
Oral Presentation Skills
Project Work
Pronunciation
Reading
Speaking
Teacher Evaluations
Teaching Young Learners
Use of Materials
Vocabulary
Other topics: _____

PROJECT DESCRIPTION/JUSTIFICATION

Briefly explain why is having the ELT visitor important for your institution?

PROJECT SPECIFICS

1. What will the expert do? (key note speech, workshops, consultations, intensive trainings, winter/summer institutes, summer camps, etc.)
2. What equipment could be available for the visiting expert? Please check.

Overhead projector
Power point capabilities
Computers
Internet connection
Flip chart
White board
Copier for handouts
Other
3. Please describe the room setting.
4. Who will participate in the program? (In-service teachers, pre-service teachers, students, administrators, Ministry of Education officials, other).
5. How many total participants do you expect? Will the participants change during the visit? (e.g. in-service teachers for one part, pre-service for another, etc.)
6. What is the proposed program? Please provide as many details as possible.

If it's a conference, what are the dates and theme? What are the other speaker sessions? For what time slot(s) and topic(s) are you requesting the specialist? If it's a focused series of workshop, what are the goals?

7. What materials could you provide to assist the visiting expert in preparing for the sessions? (e.g. program curriculum, sample exams, course objectives, teaching materials, etc.)
8. Please add other essential details.